

How to open Disbursement/Refund Appro...

1. The Disbursement/Refund approval menu on the merchant platform is closed by default. If it needs to be opened, the administrator can log in the platform and go to the [Settings]- [Menu Management] page to activate the function;

Menu Name	Open Status	Update time	Action
Refund Approval	Opened	2022-12-16 11:34:57	Close ☒ Open
Disbursement Approval	Opened	2022-12-15 17:29:01	Close ☒ Open
Report Download	Opened	2022-07-04 21:42:08	Close ☒ Open
Settle Approval	Closed	2022-11-01 11:12:13	Close ☐ Open

Operation Account	Operational Behavior	Update time
test@mmc-test.shareitpay.in	Open refund approval authority	2022-12-16 11:34:57
test@mmc-test.shareitpay.in	Open payment approval authority	2022-12-15 17:29:01
test@mmc-test.shareitpay.in	Close payment approval authority	2022-12-15 17:28:56
test@mmc-test.shareitpay.in	Open payment approval authority	2022-12-02 11:59:15
test@mmc-test.shareitpay.in	Close payment approval authority	2022-11-30 15:53:17

2. After activation, the administrator goes to [Settings]-[Users] page to assign the [Batch Disbursement] and [Disbursement Approval] authority for disbursement approval and choose the [Refund Approval] for refund approval to the relevant operator.

To Manage			
☐ Users	(As an exclusive function, any operator can access it without other functions. Except the admin.)		
☐ Profile	☐ Top-up Apply	☐ Balance	☐ Withdrawal Search
☐ VA Management	☐ List	☐ Rate	

To Operator			
☐ Dashboard	☐ Order Search	☐ Order Download	☐ Refund Search
☐ Refund Apply	☐ Subscription Search	☐ Subscription Edit	☐ Settlement Search
☐ Settlement Download	☐ Settlement Payment Request	☐ Account Turnover	☐ Consolidate Settlement
☐ Report Download	☐ Info Details	☐ Settlement to Top up	☐ Chargeback
☐ PaybyLink	☐ Separate Search	☐ Separate Export	☒ Batch Disbursement
☐ Transfer Search	☐ Conversion Search	☒ Disbursement Approval	☐ Conversion Apply
☐ Transfer Apply	☐ Top-up Search	☐ Withdrawal Apply	☐ Disbursement Apply
☐ Virtual Account Apply			

To Verify
☒ Refund Approval

To Configure
☐ Config

Chargeback

Chargeback Search

Subscription

Plans

Order

IAP

Order Search

Settlement

Settlement Order

Report Download

Settings

Users

Profile

Config

Menu management

Email

Search

Clear

+ Add New User

Email	Type	Authorization	Date Added	Status	Action
123456@paymax.com	Operator	Refund Approval Batch Disbursement Disbursement Approval	2022-11-07 20:07:14	Active	Edit Delete
123@163.com	Operator	Top-up Apply Transfer Search Conversion Search Withdraw Search Transfer Apply	2022-11-07 20:03:00	Inactive	Notify Delete
anqi_sh@ushareit.com	Operator		2022-11-25 13:52:50	Active	Edit Delete
Bruce@test.com	Operator	Top-up Apply Batch Disbursement Transfer Search Disbursement Approval Transfer Apply Disbursement Apply	2022-11-07 20:47:32	Inactive	Notify Delete
		Profile Dashboard Order Search Order Download Refund Search Refund Apply Subscription Search Subscription Edit Settlement Search Settlement Download Settlement Payment Request Account Turnover Consolidate Settlement Report Download Info Details Settlement to Top up			
rain@rechargeit.com	Operator		2022-12-01 14:09:14	Inactive	Notify Delete

3. Operator login the platform, and can execute the Disbursement/Refund Approval operation.

Merchant Platform

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Disbursement Record

Payment / Refund Approval

Total: 15

	Refund Create Time	Refund ID	Merchant Txn ID	Refund Amount	Currency	Refund	Action
☐	2022-09-19 16:16:19	Refund220919081619950001	UATTest1663559312762	150.00	BRL	MMC ref	Detail Reject Approve
☐	2022-09-19 16:41:11	Refund220919084111880006	MS_tradeNo_1663560194688_26643	11	KRW	MMC ref	Detail Reject Approve
☐	2022-09-19 18:00:31	Refund220919100031100008	R--Test1663580343605	155.00	SAR	MMC ref	Detail Reject Approve
☐	2022-09-19 18:02:13	Refund220919100213780009	R--Test1663580072996	55.00	SAR	MMC ref	Detail Reject Approve
☐	2022-09-19 18:25:39	Refund220919102539320010	R--Test1663580072996	22.00	SAR	MMC ref	Detail Reject Approve
☐	2022-09-19 19:12:19	Refund220919111219490012	MS_tradeNo_1663585849875_29283	1.00	MYR	MMC ref	Detail Reject Approve
☐	2022-09-19 19:23:22	Refund220919112322610013	MS_tradeNo_1663585532572_27176	10	KRW	MMC ref	Detail Reject Approve
☐	2022-09-19 19:24:43	Refund220919112443730014	MS_tradeNo_1663585849875_29283	1.00	MYR	MMC ref	Detail Reject Approve
☐	2022-09-19 20:18:21	Refund220919121821370007	R--Test1663580139284	15.00	SAR	MMC ref	Detail Reject Approve
☐	2022-11-10 11:00:27	Refund22110030027560034	RenshTest1667893594445	100	IDR	MMC ref	Detail Reject Approve

Disbursement / Batch Disbursement

Needs Submission **Needs Approval** View Transactions

Refresh Create

Created Time	Batch Reference	Total Orders	Description	Action
2022-12-14 17:33:18	AZEG2022121401	7	-	Approve
2022-12-12 14:30:56	44h	11	-	Approve
2022-12-12 14:20:27	77hh	2	-	Approve
2022-11-21 14:19:22	23656b4e-33fc-4f4f-ab86-ea2402a0365f	1	1111111	Approve
2022-11-21 13:56:40	12	1	1	Approve
2022-11-18 14:48:37	blued22	29	-	Approve
2022-11-18 14:28:27	BLUED-TG20221118	8	-	Approve
2022-11-09 15:07:43	B20221109070743005	1	-	Approve
2022-11-08 16:53:42	B20221108085342005	64	-	Approve
2022-10-25 02:23:43	ddddddd	30	-	Approve